



## **TECHNICAL SERVICES ASSISTANT**

**DEPARTMENT:** Williamsburg Regional Library/Support Services

### **DEFINITION**

Under the supervision of the Acquisitions Administrator (Acquisitions Manager), the Technical Services Assistant performs a variety of clerical and administrative tasks to support technical services activities. Duties include cataloging adult fiction books; processing and mending books; managing the library's bindery orders; printing replacement spine labels; minor updating of catalog records; and training and supervision of volunteers. Participates in the analysis and planning of technical services operations within the Support Services Department.

### **ESSENTIAL FUNCTIONS**

Searches and claims bibliographic records for adult fiction books on shared cataloging database (OCLC) for entry into local system.

When OCLC records are unavailable, creates bibliographic records for the local system or refers item to the Adult Cataloger for original cataloging on OCLC.

Edits bibliographic records on local system; assigns local call numbers to adult fiction books.

Covers or tapes books, examining books to ensure that stamping, acquisition date, spine labels, and color codes are correct and ready for circulation or reference shelves. Inserts errata pages as needed.

Trains staff and volunteers in book covering and mending.

Mends books as possible, taping pages, gluing and pressing binding, and trimming damaged pages, covers, and jackets.

Manages bindery process, assessing books' capacity to be rebound and ensuring that they are properly counted, prepared, and boxed. Arranges for pickup and delivery with bindery representatives. Monitors bindery invoices and processing of each returned volume. Tracks bindery orders from private individuals.

Withdraws materials from the collection as requested.

Changes book classifications in Dynix bibliographic and holdings records, as directed by the cataloging staff, and reprocesses affected items.

Maintains book sale cart for the James City County Library.

May participate in library-wide Committees or projects.

Performs other tasks as assigned.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Work occurs typically sitting or standing in an office, with occasional movement throughout the library, light to medium lifting, and other limited physical activities. Frequent use of a computer terminal is required. Book press, book repair tools and equipment, and other office equipment as required. Regular contact is made with employees, vendors, and the general public. The job is located in the James City County Library.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Accurate and efficient typing, filing, and other clerical skills, including basic knowledge of personal computer, copier, and fax operations.

Ability to organize work (daily and long-range projects), set priorities, use time effectively, and work independently.

Ability to learn searching, minor editing, and E-mail skills on the library's automated system.

Ability to communicate well with supervisor, staff, and the general public, including vendors and donors.

Ability to analyze and to creatively solve problems related to the position.

Ability to work with enthusiasm and initiative.

An understanding of basic library operations preferred.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent. Two year's college and/or public library experience or equivalent preferred.

**NECESSARY SPECIAL QUALIFICATIONS:**

Requires the ability to travel among various library sites.

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

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Position Title: Technical Services Assistant  
Department: Williamsburg Regional Library

Position Number: 814  
Division: Support Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

**1. Speaking/Talking:**

- ☒ Answering telephone, radio, or switchboard
- ☐ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others delivery

Personnel

- ☐ Not essential to job function

**2. Hearing/Listening:**

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

**3. Reading: (ability to read and understand text)**

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Needs to work with small labels, dots, etc. Requires accuracy in placement.

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## VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
<b>Lift</b>					✓			✓	
<b>Push/Pull</b>					✓			✓	
<b>Hold/Carry</b>					✓			✓	

Manipulation done from: ☒ ground to waist ☒ waist level ☐ waist to shoulder ☐ above shoulder  
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☒ Step stool  
☐ 8' to 10' step ladder  
☐ Extension ladder  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

### Stairways

- ☒ 1 flight  
☐ 2 flights  
☐ 3 or more flights  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

### Steps

- ☐ 1-2  
☐ 2-3  
☒ 3-4  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
<b>Stand</b>		✓					✓		
<b>Sit</b>				✓				✓	
<b>Walk</b>		✓					✓		
<b>Run</b>									

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

#### 4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

##### Daily Amounts

- ☐ 0-5x                      ☐ 5-20x                      ☒ 20-50x                      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### 5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

##### Daily Amounts

- ☐ 0-5x                      ☐ 5-20x                      ☐ 20-50x                      ☒ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### 6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☐ Peripheral vision  
☐ Night vision  
☒ Focus (distinctness or clarity)  
☒ Color perception (discriminate between colors)  
☒ Depth perception (determine distance relationship between objects)

#### **VII. *Driving:*** The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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